Content Creation
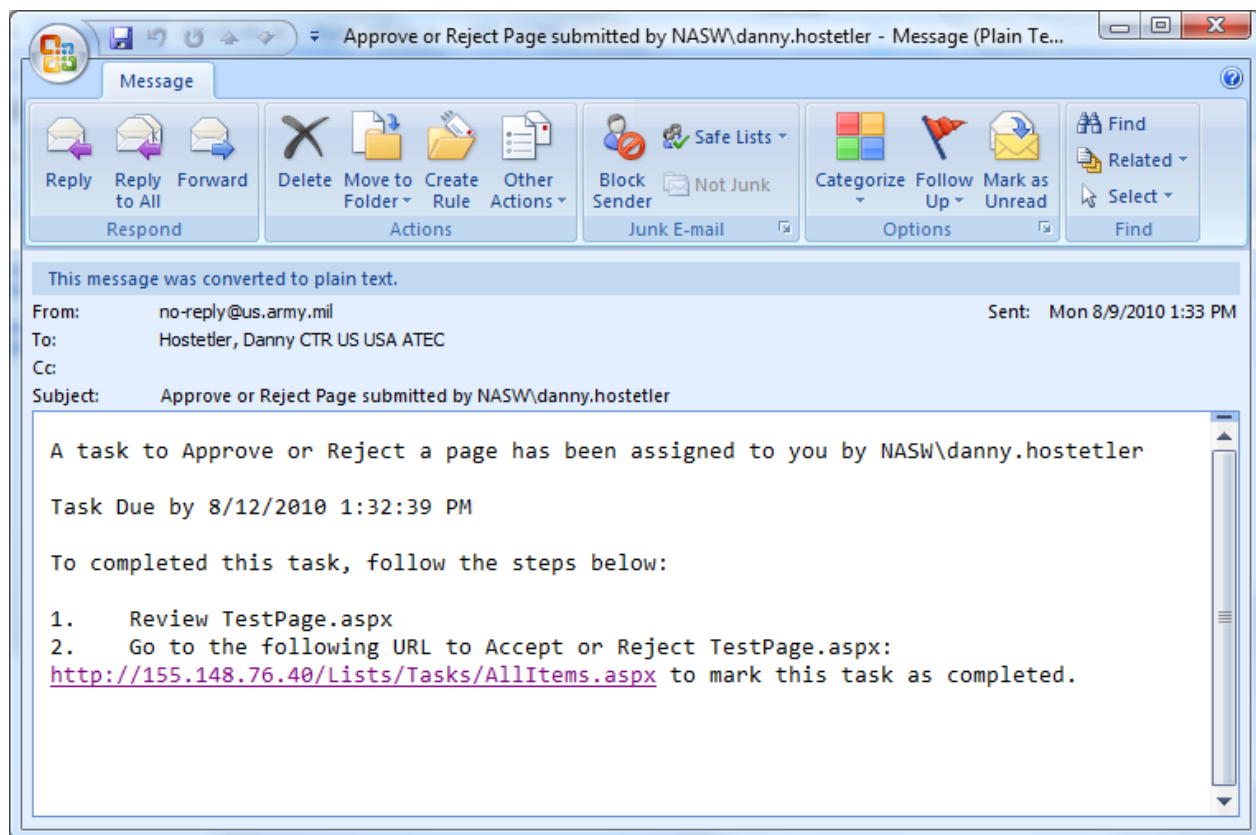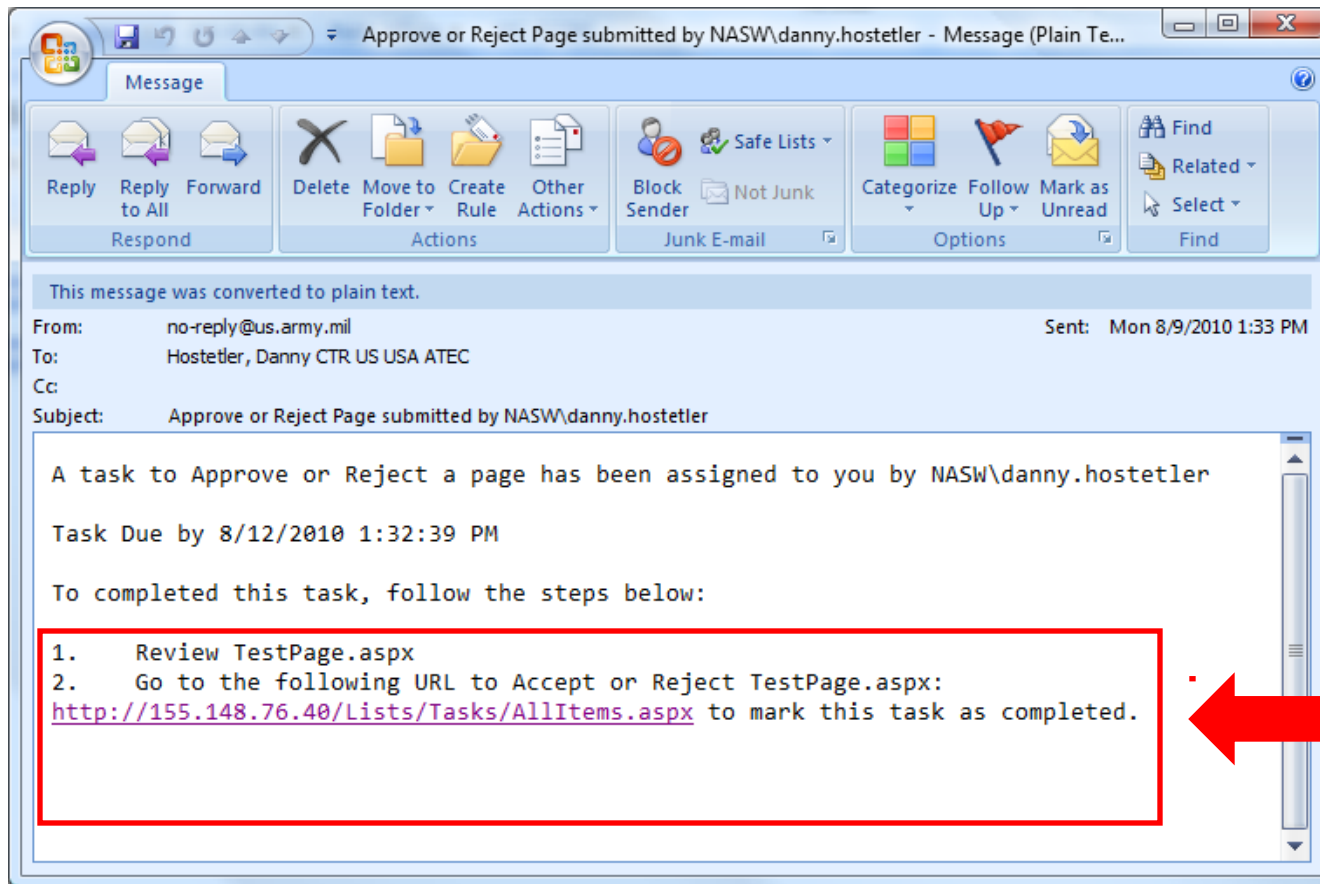
- All approvers will be notified by e-mail on content creation or change

Approving Content

- Follow directions to approve content

Approving Content

- Follow the link in the instructions to view "All Tasks"

Approving Content

- Review the Content Page by clicking on the link column

Approving Content

- After reviewing the Content Page, select "Edit Item" from the actions drop down list for each task that is assigned to you

Approving Content

- Select Completed to Approve Content Page

That's All Folks